

AFFORDABLE HOUSING RFP APPLICATION CHECKLIST

Check all items contained in the application package and submit this checklist with the application. Please clearly indicate your exhibits in your application package.

- ☐ **Cover Letter:** (Dated, contains project narrative and request for CoRDA funding)
- ☐ **Completed Application Form**

Exhibit 1: Non-Profit Applicants ONLY

- ☐ Articles of Incorporation
- ☐ By-laws
- ☐ IRS 501(c)(3) determination letter
- ☐ Current listing of all members of Board of Directors, including name, address, and beginning and ending dates of term

Exhibit 2:

- ☐ Copy of organizations two most recent years of audited financial statements with management letters and proof of non-profit board approval of statements

Exhibit 3:

- ☐ Team members qualifications and resumes
- ☐ Description of housing development experience
- ☐ Financial interest and experience

Exhibit 4:

- ☐ Location map including proximity of services
- ☐ Supportive services plan
- ☐ Qualifications of service providers

Exhibit 5:

- ☐ Site appraisal
- ☐ Documentation of site control

Exhibit 6:

- ☐ Preliminary site plans, building elevations, floor plans and specifications
- ☐ Description of procurement process for contractors and professional services
- ☐ Development timetable
- ☐ Names, contact info, and qualifications of design/construction professionals
- ☐ Description of special construction measures/techniques

Exhibit 7:

- ☐ Proposed Development Budget (covering all related construction expenses)
- ☐ Sources and Uses
- ☐ First Year Operating Budget
- ☐ Pro Forma (covering at a minimum the period of required affordability)
- ☐ Potential Funding Sources
- ☐ Evidence of Permanent Financing

Exhibit 8: Tax Credit/Bond Projects only

- ☐ Review of Final Applications will be required prior to issuance of CoRDA commitment

Exhibit 9:

- ☐ Documentation of bonus point eligibility